AUGUST 2005

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE

PERFORM SYSTEM ADMINISTRATION

STUDENT HANDOUT 1

(DO NOT WRITE IN BOOKLET)

*e*MILPO ACCESS REQUEST FORM

For new accounts, modifications, and removal of existing accounts, please complete the form and submit to your supervisor or manager for approval. The approved form will need to be submitted to the system or user administrator for your unit so that a user account can be created. Please note the specific explanations below:

    Workflow Role: includes BN S1 Chief, BN S1 Clerk, PSC Chief, PSC Clerk, Commanding Officer, Career Counselor, Senior System Administrator, System Administrator, Unit Administrator, PERSTEMPO Chief, PERSTEMPO Clerk, BDE S1 Chief, BDE S1 Clerk, and None
    User Role: User Administrator and User
    Requested Functions can be selected by categories or areas.
    User may be associated with up to 15 UICs.

User Information			
Name:		**SSN:**	
AKO User ID:		**E-Mail Address:**	
Phone Number:	**Rank:**	**PGrade:**	

Unit Profile Information	
Associated UIC(s):	**User Role** (optional)**:**
Start Date:	**End Date:**

Supervisor/Leader/Manager Information	
Name:	**Phone Number:**

Requested Functions

☐ Pers. Services   ☐ Pers. Accounting   ☐ Reassignments   ☐ Promotions   ☐ Readiness   ☐ Sys Admin.   ☐ PERSTEMPO

Personnel Services

☐ Emergency Notification
☐ Address
☐ Name Change
☐ Personal Data
☐ Phone Number
☐ SSN Correction
☐ Service/Misc. Dates
☐ Military Spouse (MACP)
☐ Family Member
☐ SFPA
☐ Individual Awards
☐ SGLI
☐ Civilian Degree
☐ Civilian Education
☐ Military Education
☐ Lost Time
☐ Field Determined Security Status
☐ Citizenship
☐ Professional Certification
☐ GI Bill

☐ Assignment Considerations
☐ AEA
☐ Army Physical Fitness
☐ Personal Management Tests
☐ ASVAB/AFCT Scores
☐ Weapons Qualification
☐ MOS
☐ Readiness
☐ Overseas Assignment Data

Personnel Accounting

☐ Soldier Arrival
☐ OCONUS Arrival
☐ Mass Arrival
☐ Revoke Arrival
☐ Attach Soldier
☐ Mass Attachment
☐ Slotting
☐ Duty Status
☐ Patient Tracking

Personnel Accounting

☐ Assignment/Duty History
☐ Soldier Mobilization
☐ Soldier Demobilization
☐ Unit Mobilization
☐ Unit Demobilization
☐ RC Transition to Active Duty
☐ Attach RC Soldier
☐ Drop from Rolls or Strength
☐ Return from DFR/DFS
☐ Revoke DFR/DFS
☐ Soldier Transition/Loss to the Army
☐ Mass Transition
☐ PCS Departure

PERSTEMPO

☐ Unassociated Soldier Events
☐ Individual Events
☐ Mass Events
☐ Outprocessing Report

Readiness

☐ Personnel Asset Visibility Report (PAVR)
☐ Human Resource Authorizations Report (HRAR)

Reassignments

☐ Schedule Briefing
☐ Briefing Attendance
☐ HQDA Reassignments

Promotions

☐ Enlisted Reduction
☐ Lateral Appointment
☐ Promotion
☐ Deny Promotion
☐ Special Category Promotion
☐ Restore/Revoke Previous Rank
☐ Correct Date of Rank
☐ Rank History
☐ Enlisted Advancement Report (AAA-117)
☐ Enlisted Promotion Report (AAA-294)

System Administration Information
Name:
Signature and Date: